

An iPortal userid is requested through MIS for new users. Those who previously had an IDW account will use the same userid, however, if they have not logged into the iPortal it is likely that their password will have expired and will need to call the help desk to have it reset.

1. Navigate to MIS at <https://mis.doe.gov/>
2. Click login
3. Enter your username and password to login
4. Click "Authenticate Me"
5. Select DOE Corporate Applications
6. Select Application Access Request
7. Verify information is accurate and update as necessary
8. Click Update/Continue
9. Select iPortal (IDW)
10. Certify that you are not an integrated contractor and complete all other relevant fields
11. Select Lajos Grof-Tisza as your approver
12. Submit your application and await your new userid and password from the Help Desk

DOE Corporate Applications	ESS
	CHRIS
DOE HQ Services	Identity Management
Help and Support	DOEInfo
Logoff MIS Gateway	Application Access Request ←
	Position Description Development Lib
	DOE Website Directory

U.S Department of Energy Headquarters  
Management Information Systems  
Application Gateway

Application Access Request

Click on the appropriate application link that you need access for:

- [iPortal \(IDW\)](#) ←
- [STARS](#)
- [STRIPES](#)
- [Trusted Agent](#)